



# USAID | SOUTHERN AFRICA

FROM THE AMERICAN PEOPLE

March 5, 2008

IQC Contractors under the TASCIII – Global Health IQC

Subject: RFTOP Amendment No. 01

Reference: RFTOP No. 687-08-P-004, Expanding the Use of Selected Health Services and Products and Improving Health Practices in Madagascar.

The purpose of this amendment is to (1) revise section H.1 Key Personnel; (2) revise the instruction for the preparation of the technical proposal; (3) revise the evaluation criteria; and (4) provide USAID's responses to all questions received as indicated in the RFTOP. To avoid competition, USAID has eliminated/combined those queries that were duplicative.

As a result of this amendment, the following changes are made to the RFTOP.

1- Section H.1. Key Personnel, DELETE and REPLACE with the following:

“The Contractor shall provide the following key personnel for the performance of this task order.

- Chief of Party, TBD
- Head of Finance/Administrative Officer, TBD

USAID reserves the right to adjust the level of key personnel during the performance of this task order.”

2- Section L.5 Instructions for the preparation of the technical proposal,

(i) Subsection 5, first paragraph, DELETE and REPLACE with the following:

“Proposals should be submitted in hard copy with name and address of the Offeror on the envelope. Proposals are due to the Contracting Officer, USAID/Madagascar, at the address below **no later than April 7, 2008 at 4:00 p.m. Madagascar time.**”

(ii) Sub-section 5, technical approach, illustrative list of potential areas of intervention in each of the program elements, ADD the following:

## Regional Contracting/Agreement Office

100 Totius Street  
P.O. 43, Pretoria  
Pretoria 0027  
South Africa

Tel: +27-12-452-2166  
Fax: +27-012-452-2399

Water and Sanitation:

- Prevention of diarrheal disease through promotion of hand washing with soap, safe disposal of feces and potable water at Point-Of-Use based on The National WASH Behavior Change Strategy.
  - Increased availability of potable water to be used for drinking and food preparation.
  - Enhance cooperation among various Ministries and WASH partners through support to the National WASH campaign, community mobilization activities, and hygiene promotion activities.
  - Promotion and implementation of WASH friendly structures such as health centers (CSB), schools, markets...
  - Support of innovative activities such as sanitation marketing approaches; synergies and linkages of water sanitation hygiene activities with watershed management, agri-business trade, tourism, microfinance, and industry.
- 3- Section M.2. Technical Proposal Evaluation Criteria, DELETE in its entirety and REPLACE with the following:

**“M.2 TECHNICAL PROPOSAL EVALUATION CRITERIA**

The specific evaluation criteria are as follows:

Each proposal will be scored by the technical evaluation committee using the criteria shown in this section.

**I. TECHNICAL PROPOSAL (100 Points)****A. Proposed Technical Approach: Methodology and Content (55 points)**

The evaluation of the Offeror's technical approach will focus on the following:

- The proposal expresses a clear understanding of the vision and purpose of the activity **(5 points)**
- The proposal clearly articulates how linkages and synergies with other partners and USAID health and other sectors' activities will be accomplished and describes how these synergies will increase results **(10 points)**
- The proposal specifically identifies gender issues and proposes innovative strategies and activities to address these issues. These activities are mainstreamed throughout the program design **(5 points)**
- The description of how the Scope of Work will be accomplished is clear, practical, and results-oriented, and it adequately addresses all of the technical requirements specified by USAID/Madagascar. Proposals with activities that reflect realistic, imaginative and innovative approaches to achieving the objectives are encouraged. **(15 points)**
- The proposed work plan and timeline clearly describe how the activities will be conducted. **(5 points)**

- Partnership with Malagasy Organizations for program implementation **(5 points)**
- Monitoring and Evaluation **(10 points)**

## **B. Proposed Staffing and Qualifications for Quality Basic Social Services Health Intervention and Required Qualifications (45 points)**

### **Key Personnel (15 points)**

#### **Chief of Party (COP)**

The proposed Chief of Party is expected be responsible for the overall planning, implementation and management of the project and to establish the administrative framework to monitor and assure progress toward the achievement of the goals and objectives of the project. The incumbent is expected to:

- Have a minimum of a Masters Degree in Public Health or related area. Exceptional relevant experience may be considered in lieu of an advanced degree.
- Provide vision and strategic leadership.
- Have 10 years experience in the field of primary health care with an emphasis managing a team of highly successful performers.
- Have at least 5 years experience in managing donor funded projects and in the design and implementation of overseas health projects; preferably in Africa.
- Have the ability to perform at a senior policy level, demonstrated by previous experience in leading the development and implementation of international primary health care programs.
- Have the ability to manage a team, foster team work and to work as a team member.
- Liaise with senior GOM and MOHFP officials, USAID officials, university professors and dignitaries, executives of NGOs, FBOs, CBOs, the for-profit business community, and senior members of the Malagasy donor community.
- Ensure timely and communication with, and reporting to, the USAID/Madagascar TOCTO.
- Have strong oral and written communication and presentations skills in French (tested FSI R3/S3) and English (tested FSI R4/S4); working knowledge of Malagasy is desirable.
- Have strong computer skills (word processing, graphic programs and excel spread sheets).
- Be familiar with USAID or other USG administrative, management and reporting procedures and systems.

#### **Head of Finance/Administrative Officer**

The incumbent will oversee the development, monitoring and evaluation of the proposals submitted to the Offeror under the Grants Under Contract component and any local sub-contracts that arise in conjunction with this solicitation. He/She will be responsible for all

financial and administrative aspects of the task order, including preparation of all financial reporting requirements. The incumbent is expected to have:

- At a minimum a Bachelors Degree in Business Administration, Finance Commerce or related field. Extensive experience in managing grants or contracts for NGOs or private and voluntary organizations (PVOs) may be substituted in lieu of a degree in business, administration or commerce.
- Strong oral and written communication and presentations skills in French (tested FSI R3/S3) and English (tested FSI R3/S3); working knowledge of Malagasy is preferred.
- Seven years of progressively responsible work experience in managing small grants with international health NGOS and/or PVOs, preferably in the Francophone Africa.
- Knowledge of USAID or other USG assistance policies and procedures.
- Skill in organizing resources and establishing priorities.
- Ability to gather data, compile information and prepare reports.
- Strong Computer skills (word processing, graphic programs and excel spread sheets)

#### **Other Personnel (5 points)**

The Offeror shall propose other relevant personnel (long-term technical and financial/administrative staff, both ex-patriate and local, and short term and home office staff) to meet the technical and administrative needs of the project. The evaluation of these proposed personnel will be based on how well their background and experience meet the roles assigned them in the project.

#### **Corporate Capability (5 points)**

In this section, the Offeror must briefly describe the capability of the organization to carry out the proposed activities. The Offeror should describe its qualifications in:

- carrying out activities and programs similar to those described in the SOW;
- supporting and back-stopping long and short-term professional personnel on overseas assignments in developing countries; and
- managing several sub-contractors and/or sub-grantees to implement activities similar to the ones planned under this solicitation.

#### **Past Performance (20 points)**

The Offeror must provide relevant information (including USAID past performance reports) to allow the evaluation committee to assess its:

- Demonstrated successful experience in managing and implementing similar programs, preferably in Africa (10 points)

- Timeliness of performance, including adherence to contracting schedules and other time-sensitive project conditions, and effectiveness of home office field management to make prompt decisions and ensure efficient operation of tasks (5 points)
- Customer satisfaction, including satisfactory business relationship with clients, coordination among partners, and prompt and satisfactory correction of problems if and when they arose. (5 points)”

4- Incorporate the responses to questions as indicated in the original RFTOP.

1. **Questions :**

The RFTOP in Section A.I. (footnote on pg 5 of 76) mentions that “available equipment can be found by clicking on the background documents link on the HPN page of the USAID/Madagascar Web site: <http://www.usaid.gov/missions/mg/program/health.html>.” While we do find an available Equipment list under the link “Background documents for Social Marketing RFA” we do not find one for this RFTOP. Please advise on what household, office equipment and vehicle inventory will be made available to this program?

A list of available equipment and furnishings could not be found by clicking on the link for background documents for the TASC3 RFTOP on the HPN page of the USAID/Madagascar web site. Could you provide a list of available equipment and furnishings?

On page 34 of the RFTOP, USAID states that lists of available equipment and furnishings can be found at the USAID/Madagascar website: [www.usaid.gov/missions/mg/program/health.html](http://www.usaid.gov/missions/mg/program/health.html). While we found the website, the list of available equipment was not included. Please update the website to include this list.

**Response:** *The list is now available in the website.*

2. **Questions:**

Section A, II.A.7. Grants under Contract (pg 20 of 76), describes a small grants under contract (GUC) program. In order to budget appropriately, is there a specific funding earmark for the GUC? Please advise.

Can USAID provide a plug figure for the Grants under Contracts program?

The scope of work requires the Contractor to manage a small grants-under-contract program. Has the Mission identified an expected dollar value of the grant fund over the life of the project?

**Response:** *The intention to this contract is to rapidly and sustainably scale-up high impact MCH activities at the commune level and reinforce the health system by building on existing investments and through the effective use of local NGOs, FBOs,*

*community associations and other existing groups . This would imply a lean structure that has an emphasis on maximizing resources for field level and health system strengthening activities. The offeror should explain how the grants under contracts will be used to support the project and achieve the results. We considered a range from between 20 to 30% of the total budget might be used for the grants, however, the offeror may provide a different % with appropriate rationale.*

*Please be advised that the approval of the Head of the Contracting Activity has been obtained in order for the contractor to award and manage grants under this task order. The contractor must comply with the Section H.22 of the IQC, which stated that “the contractor shall develop grant formats and provide a field grant guide that adheres to USAID regulations (including selection criteria, competition, cognizant contracting officer approvals’ etc..) If the grants formats and field guide are not provided before award to the Contracting Officer, the contractor shall obtain approval from the Contracting Officer within 45 days after award.”*

3. **Question:** Under Section A.II.B.1. Results by Element (pgs 21-31 of 76), there is no guidance provided regarding the relative weight and funding for each result area. This guidance is important to strategy and costing. Please advise.

**Response:** *The total estimated cost (TEC) by source of funding for the five (05) year-Task Order contract is as follows:*

*Maternal and Child Health: \$9,000M – \$9,250M*

*Reproductive Health: \$9,000M – \$9,550M*

*President’s Malaria Initiative: \$10,000M – \$10,600M*

*HIV/AIDS \$2,000M – \$2,800M*

*These estimates may change depending on the annual budget and earmarks from Congress. However, in terms of relative weight of results in each area, they are equal. This contract covers results areas most critical to improving the health of the Malagasy population and strengthening the health system. Therefore, attaining results, with the funding provided is given equal importance for each area.*

4. **Questions:**

Under Section A.II.B.1. Results by Element (pgs. 21-32 of 76), does this procurement require planning, budgeting, and technical support in RH/MNCH, malaria and HIV/AIDS/STI in support of the GOM’s decentralization efforts in all 22 regions or only in some? Please advise.

Page 19 of the RFTOP, under the heading “Geographic focus”, mentions that “community level activities will focus on more intensive activities in specific geographic areas.” Could USAID clarify whether these “specific geographic areas” are the same as the current intervention areas for HPN activities, or if there will be new intervention areas added?

RFP Page 20 states that “Beginning in 2009, the program will target 500 new communes.” Does USAID anticipate a specific number of additional communes to be targeted in the subsequent years of the program, beyond 2009?

**Response:** *See the Geographic Focus Description on page 19 of the RFTOP – Section II.A.6*

5. **Question:** Section L.5. “Instructions for the Preparation of the Technical Proposal” (page 61-62 of 76) stipulates that the Technical Proposal should be no more than 30 pages. Also according to this section, the Technical Proposal includes the Technical Approach and Management, but does not include: (1) Illustrative Implementation Plan and First Year Annual Work Plan; (2) Monitoring and Evaluation Plan; and (3) Branding Implementation Plan and Marking Plan. Please confirm that these three components are not bound by page limits.

**Response:** *These three components are not bound by page limits.*

6. **Question:** Section M.2. “Technical Proposal Evaluation Criteria” (page 68-70 of 76) of the RFTOP does not explicitly assign evaluation points for Management, Monitoring and Evaluation Plan, and Branding Implementation Plan and Marking Plan. Will these three components be scored by the evaluation committee? If so, can you please tell us the weightings/points for these components?

**Response:** *The Management and Monitoring and Evaluation Plan will be evaluated. See revised evaluation criteria provided with this RFTOP amendment. The Branding Implementation and Marking Plan will be reviewed but is not a component that will be scored by the Technical Evaluation Committee.*

7. **Question:** Section L.5.8. “Annexes” (pg 66 of 76) identifies three annexes: CV/resumes, past performance references, and partner letters of commitment. To demonstrate our team’s commitment and strength, please confirm that it may be acceptable to submit additional annexes – such as, for example, staff letters of commitment and a staff skills matrix.

**Response:** *These will be acceptable, but not necessary.*

8. **Question:** Section M.1.(c) “General Information” (page 68 of 76) states that the proposal’s evaluation committee “may include industry experts who are not employees of the Federal Government.” Can you provide guidance as to the evaluation committee’s composition, including these “industry experts”?

**Response:** *The composition of the Technical Evaluation Committee is confidential as per USAID Ethics’ rule.*

9. **Questions:** The RFP cover sheet stipulates a proposal due date of April 7, 2008 at 4pm local time, while page 61 stipulates a deadline of March 21, 2008 at 11am local time. Please clarify the proposal submission deadline.

**Response:** *The deadline for submission of proposal is April 7, 2008 at 4: p.m. local time.*

10. **Question:** RFP page 26 states that modern contraceptive methods include oral contraceptives, injectables, implants, male condoms, IUDs, male and female sterilization, and vaginal foaming tablets. Is this list comprehensive or does USAID consider the Standard Days Method a modern method for the purposes of measuring contraceptive prevalence?

**Response:** *Yes, Standard Day Method (SDM) is considered one of the modern contraceptive methods that are being used. Furthermore scaling up availability and use of SDM is part of the scaling up of best practices.*

11. **Question:** RFP page 27 states, “this contract plays a key role in the implementation of the Malaria Operational Plan (MOP) for Madagascar and the Contractor is a key partner of the GOM in malaria control.” Please confirm whether USAID anticipates funding for this contract from the Presidential Malaria Initiative (PMI).

**Response:** *Yes.*

12. **Question:** RFP page 30 includes references to Contractor collaboration with other donors that are building water infrastructure and with Title II partners working to “rehabilitate existing community irrigation systems, install wells and dams, [and] build latrines at schools.” Does USAID expect the Contractor to directly manage any infrastructure development or rehabilitation? If so, would USAID consider providing a plug figure for these activities?

**Response:** *USAID does not expect the contractor to directly manage infrastructure development or rehabilitation. The offeror should explain how the hygiene and sanitation behavior change and community mobilization activities will complement the work of other donors, Title II and other USAID partners that are directly managing water and sanitation infrastructure activities and how they will collaborate with these partners.*

13. **Question:** RFP page 33 describes qualifications for the “Head Administrative/Finance Officer” position (key personnel.) Page 69 describes qualifications for the “Financial Management Specialist,” also key personnel. Assuming these refer to the same position, please provide USAID’s preferred position title.

**Response:** *Yes these refer to the same position. The right title is “Head Finance/Admin. Officer.” See also the revised evaluation criteria.*



14. **Questions:** The RFP statement of work includes five program results; however, the RFP technical approach instructions (Section L, pages 63-64) omit reference to Result Four (Water and Sanitation). Assuming this omission was not intended, would USAID consider providing an illustrative list of activities for Result Four (Water and Sanitation) similar to the list provided in Section L for the other results?

There are five program elements listed on p 19, including water supply and sanitation. The expected result and indicators for this element are spelled out on pp 28-29. However, on pp 63-64, under the instructions and format for the technical proposal, water supply/sanitation is not included. Can USAID clarify whether or not water supply/sanitation is one of the program elements? If so, can USAID provide an “illustrative list of potential areas of intervention” comparable to those given for the other program elements?

**Response:** *Water and Sanitation is one of the program elements/results areas. The following are illustrative potential areas of intervention:*

- *Prevention of diarrheal disease through promotion of hand washing with soap, safe disposal of feces and potable water at Point-Of-Use based on The National WASH Behavior Change Strategy.*
- *Increased availability of potable water to be used for drinking and food preparation.*
- *Enhance cooperation among various Ministries and WASH partners through support to the National WASH campaign, community mobilization activities, and hygiene promotion activities.*
- *Promotion and implementation of WASH friendly structures such as health centers (CSB), schools, markets...*
- *Support of innovative activities such as sanitation marketing approaches; synergies and linkages of water sanitation hygiene activities with watershed management, agri-business trade, tourism, microfinance, and industry.*

15. **Question:** RFP page 66 instructs offerors to “describe all contracts, grants and cooperative agreements which the primary offeror (as well as any partners substantially involved in implementation) has implemented involving similar or related programs over the past three years.” Would USAID like to suggest a maximum number of past performance references to be provided by the primary offeror as well as substantial partners?

**Response:** *The offer will submit no more than ten past performance references.*

16. **Question:** RFP page 69 instructs offerors to provide resumes for “each key technical and home office personnel.” Does the request for key personnel resumes here refer to the Chief of Party and Financial Management Specialist, or would USAID prefer offerors provide resumes for all important technical and home office personnel as instructed on page 64?

**Response:** *Having resumes for all the important technical and home office personnel would be appreciated.*

17. **Question:** Will the selected recipients and its implementing partners be exempt from VAT?

**Response:** *Yes, the contractor will be exempt from VAT and the Government of Madagascar's procedures and requirements will be applied.*

18. **Question:** The RFP does not specify an authorized geographic code. Can the Mission authorize geographic code 935 for this solicitation?

**Response:** *The authorized geographic code for this solicitation is 935. However, the contractor must comply with source and origin requirements for the procurement of goods. (Ref 22 CFR 228)*

19. **Question:** What assistance will be given by the Mission to assist implementing partners to establish their legal presence Madagascar (i.e., registration, accreditation)? Alternatively, will the host country counterpart to this project provide similar assistance?

**Response:** *It is the responsibility of the organization to establish their legal presence in Madagascar.*

20. **Question:** In the cover letter, USAID states that electronic copies are acceptable and shall be followed by a hard copy by the closing of April 7, 2008. If an Offeror submits an electronic copy, could you clarify whether the hard copies must be postmarked by April 7, 2008 or must be received by USAID by April 7, 2008?

**Response:** *The hard copy must be received by USAID by April 7, 2008.*

21. **Question:** On page 34 of the RFTOP, USAID states that to the extent practical, the Contractor will utilize the existing project office space. Could USAID please provide the following information regarding this space:

- a. Location of Main Office and number of field offices
- b. Monthly cost estimate for rent and utilities associated with all existing office space.

**Response:** *The contractor is authorized to look for other office space that is convenient and cost effective. This procurement is competitive; we cannot provide the requested information.*

22. **Question:** On page 56 of the RFTOP in section H.1, the Chief of Party is listed as the only Key Personnel. On page 69 in section M.2.B, both the Chief of Party and the

Financial Management Specialist are listed as key Personnel. Please clarify which is correct.

**Response:** *Both the Chief of Party and Head Finance/Admin. Officer are Key Personnel. The offeror may also propose additional Key Personnel and USAID will consider them. Section H.1 is amended.*

23. **Question:** On page 61 of the RFTOP under section L.5.2, the RFTOP states “....one original plus one (2) copies of the Cost/Business Proposal must be submitted.” Could USAID clarify whether one or two copies of the cost proposal is required?

**Response:** *Two (02) copies.*

24. **Question:** USAID states on page 32 of the RFTOP that Key Personnel are limited to four (4) international positions, and of the four international positions, the Chief of Party and Head Finance/Administrative Officer are Key and Mandatory. Would it be acceptable to USAID/Madagascar to have a highly qualified local Head Finance/Administrative Officer?

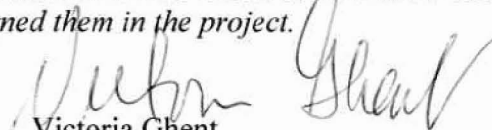
**Response:** *Yes.*

25. **Question:** On page 61 #2, it is stated that the title page, TOC, Executive summary, graphs, annexes, resumes, letters of commitment and past performance information will not be included as part of the 30 page limit. Could you please clarify which of the following sections will also NOT be counted toward the 30 page limit: illustrative implementation plan, first year annual work plan, M&E plan, branding implementation plan and marketing plan?

**Response:** *The Illustrative Implementation Plan, Five Year Annual Work Plan, M&E Plan, Branding Implementation Plan and Marketing Plan are considered as annexes and would not be counted toward the 30 page limit.*

26. **Question:** How does USAID more specifically define “other relevant personnel,” as mentioned under “Other Personnel” on page 70 of the RFTOP?

**Response:** *See the Evaluation Criteria described in page 68, 69, 70, and 71. The offeror shall propose other relevant personnel (long-term technical and financial/administrative staff, both ex-patriate and local, and short term and home office staff) to meet the technical and administrative needs of the project. The evaluation of these proposed personnel will be based on how their background and experience meet the roles assigned them in the project.*

  
Victoria Ghent  
Supervisory Regional Contracting Officer  
RCSA/Pretoria